



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
PO BOX 2076, JEFFERSON CITY MO 65105-2076
(573) 526-3669 <http://dor.mo.gov/>

ABANDONED PROPERTY REPORT

(For tows from private property **NOT** authorized by law enforcement.)

FORM
4669
(REV. 9-2010)

SECTION A — PRIVATE PROPERTY OWNER, LESSEE, PROPERTY/
SECURITY MANAGER MUST COMPLETE

I AUTHORIZE THE VEHICLE TO BE TOWED BASED ON THE REASON INDICATED BELOW.

CHECK A REASON:

- ☐ 1. A SIGN NOT LESS THAN 17 X 22 INCHES IN SIZE CONTAINING LETTERING NOT LESS THAN ONE INCH IN HEIGHT IS DISPLAYED WITHIN PLAIN VIEW PROHIBITING PUBLIC PARKING. I WILL NOTIFY THE LAW ENFORCEMENT AGENCY WITHIN 1 HOUR OF THE TOW.
- ☐ 2. THE ABANDONED PROPERTY WAS LEFT UNATTENDED ON OWNER-OCCUPIED RESIDENTIAL PROPERTY WITH FOUR UNITS OR LESS. I HAVE NOTIFIED THE _____ LAW ENFORCEMENT AGENCY AND **TEN HOURS** HAVE ELAPSED SINCE THAT NOTIFICATION.
- ☐ 3. THE ABANDONED PROPERTY WAS LEFT UNATTENDED ON PRIVATE PROPERTY. I HAVE NOTIFIED THE _____ LAW ENFORCEMENT AGENCY AND **NINETY-SIX HOURS** HAVE ELAPSED SINCE THAT NOTIFICATION.

I CERTIFY THAT THE VEHICLE LISTED BELOW WAS ABANDONED ON PROPERTY OF WHICH I AM THE OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER. **I HAVE AUTHORIZED THE TOWING COMPANY LISTED BELOW TO REMOVE THE VEHICLE FROM MY PROPERTY AND WITNESSED THE REMOVAL OF THE VEHICLE.** I FURTHER CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THIS IS A LEGAL DECLARATION SUBJECT TO CRIMINAL PENALTIES.

SIGNATURE OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER	PRINTED NAME OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER
TELEPHONE NUMBER OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER (____) _____ - _____	DATE OF TOW ____ / ____ / ____
LOCATION OF ABANDONED PROPERTY TO BE TOWED (STREET ADDRESS, CITY, STATE, AND ZIP CODE)	
NAME AND ADDRESS OF THE ABANDONED PROPERTY & OR DRIVER OWNER, IF KNOWN	
NAME AND ADDRESS OF THE LIENHOLDER OF THE ABANDONED PROPERTY, IF KNOWN	
DESCRIPTION OF DAMAGE TO THE ABANDONED PROPERTY	

SECTION B — TOWING COMPANY
MUST COMPLETE

YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER	MILEAGE	LICENSE PLATE NUMBER	STATE
____	____	____	____	____	____	____
STORAGE LOCATION OF THE ABANDONED PROPERTY						
LAW ENFORCEMENT AGENCY NOTIFIED (MUST BE SAME AGENCY IN SECTION A)				DATE NOTIFIED	TIME NOTIFIED	
				____ / ____ / ____		
LAW ENFORCEMENT AGENCY ADDRESS			CITY	LAW ENFORCEMENT AGENCY TELEPHONE NUMBER (____) _____ - _____		
NAME OF TOWING COMPANY			TOWER HAS ONLINE ACCESS TO DOR RECORDS <input type="checkbox"/> YES <input type="checkbox"/> NO	TOWING COMPANY TELEPHONE NUMBER (____) _____ - _____		
ADDRESS OF TOWING COMPANY			CITY	STATE	ZIP CODE	

NOTE: THIS REPORT MUST BE GIVEN TO THE LAW ENFORCEMENT AGENCY SHOWN ABOVE WITHIN 2 HOURS OF THE TOW IF REASON 1 IS CHECKED ABOVE OR WITHIN TWENTY-FOUR HOURS FOR ALL OTHER TOWS.

SIGNATURE OF TOWING OPERATOR			PRINTED NAME OF TOWING OPERATOR			
LAW ENFORCEMENT AGENCY			DATE NOTIFIED OF TOW		DATE REPORT FILED	
			____ / ____ / ____		____ / ____ / ____	
<input type="checkbox"/> NCIC (PROVIDE NUMBER) _____			<input type="checkbox"/> MULES		<input type="checkbox"/> REJIS	
			<input type="checkbox"/> ALERT		<input type="checkbox"/> OTHER	
MSHP NUMBER			REPORT/CASE/INCIDENT/TOW NUMBER			
ABANDONED PROPERTY OWNER'S NAME		ADDRESS	CITY	STATE	ZIP CODE	
LIENHOLDER'S NAME		ADDRESS	CITY	STATE	ZIP CODE	
SIGNATURE OF OFFICER			PRINTED NAME OF OFFICER			BADGE

ABANDONED PROPERTY REPORT (DOR-4669) INSTRUCTIONS

- Owner, lessee, or property/security manager completes and signs this form;
- Towing company completes, signs, and delivers this report to the law enforcement agency within 2 hours of the tow if reason 1 is checked on front or within twenty-four hours for all other tows;
- Law enforcement officer completes and signs this form and retains a copy for their files;
- Towing company sends the original DOR-4669 to the Missouri Department of Revenue (department) if property remains unclaimed after 10 days and the tow company **does not** have online access to department records;
- Towing company retains the pink copy of the DOR-4669 for three years;
- Towing company must notify the department in writing of any address change;
- Towing companies with online record access must check department records online for owner and lienholder information;
- If the towing company does not find owner or lienholder information using the online record check, the **towing company**, **within 10 days of the tow**, **must** send a copy of the completed "No Record" screen from the online record search and the DOR-4669 to the following address for further research:

**MOTOR VEHICLE BUREAU
RECORD CENTER
PO BOX 2048
JEFFERSON CITY MO 65105-2048**

- The department will perform a record search for the name and address of the owner and lienholder of record within five working days of receipt of the DOR-4669 submitted by tow company (no online access) or a completed "No Record" screen from the online record search and the DOR-4669 submitted by the towing company (with online access). A department search will be done by:
 - 1) Searching the department files; or
 - 2) Initiating an inquiry with another state if the evidence presented indicates the abandoned property was registered or titled in another state.
- The department will send a notification letter to the towing company within 15 working days after the search is completed with the following information:
 - 1) The name and address of the owner and lienholder; or
 - 2) Instructions if there is no record information available (please see below).
- Towing company must send a completed Vehicle Owner and Lienholder Notification (DOR-4577) by certified mail, return receipt requested within 10 days to the owner/lienholder as provided from the department records.

NO INFORMATION FOUND ON RECORD NOTIFICATION RECEIVED

If the department has no record of the abandoned property, the towing company must certify that a physical search of the abandoned property disclosed no other evidence of ownership. The towing company must also certify that a good faith effort was made to establish the prior state of registration and title by checking the items below:

- 1) The abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence that may indicate a state of possible registration and title;
- 2) The tow ticket/report of the tow operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and
- 3) The tow ticket/report of the tow operator to see if any information is indicated for the Driver/Owner/Lienholder of the vehicle.

NOTE: The department will provide the tower with a notification letter to certify the above checks have been made. **This certification must accompany the application for title.**

HOW TO APPLY FOR ORIGINAL, SALVAGE, OR JUNK ABANDONED PROPERTY TITLES

Send **ALL** title applications on abandoned property to: **Department of Revenue, Central Branch, P.O. Box 2076, Jefferson City MO 65105**

Submit the following when applying for a title for an abandoned vehicle:

- 1) Application for title with appropriate fees, properly completed in the towing company's name. The title type must be marked "Original", "Salvage", or "Junking Certificate" (Tow company not required to pay title fee, sales tax or processing fees.);
- 2) Abandoned Property Affidavit (DOR-4576) properly completed, signed by the tower, and notarized by a notary public;
- 3) A copy of the Vehicle Owner and Lienholder Notification (DOR-4577) issued to any owner and lienholder of record. This must be sent by certified mail;
- 4) A copy of the certified mail return receipt(s) at least 30 days old, indicating all owners and lienholders of record, if applicable, have been sent DOR-4577 (see 3 above);
- 5) A copy of the notification the Department of Revenue issued to the towing company or a copy of the "Record Lookup Results" screen from the online record search;
- 6) A completed and signed Vehicle Examination Certificate (DOR-551), if applying for an "Original" title (contact the nearest Highway Patrol Headquarters for vehicle inspection); and
- 7) Abandoned Property Report (DOR-4669) completed by owner, lessee, property/security manager, tow company, and local law enforcement agency.

IMPORTANT: MILEAGE MUST BE SHOWN ON THE APPLICATION FOR TITLE FOR VEHICLES LESS THAN 10 YEARS OLD. IF THE MILEAGE IS UNOBTAINABLE, write in an estimated mileage and a statement at the bottom of the application that mileage is only estimated. Complete and attach an Odometer Disclosure Statement (DOR-3019) and include the reason for mileage estimate: fire, digital dash inoperable, or other. **THIS MUST ACCOMPANY THE APPLICATION FOR TITLE.**